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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Geographic Research Area, ORR

DATE: 20 MAR 1956

FROM : Assistant Director, Research and Reports

SUBJECT: Justification for Extension of Consultant Contracts for Fiscal Year 1957

1. In order to obtain DCI approval for the extension of consultant contracts into Fiscal Year 1957, it is necessary that certain information be provided to the Director of Personnel. Attached is a list of individuals under contract to the Agency on behalf of ORR who are serving as consultants to Divisions in your area of responsibility. The list also reflects the total number of days each consultant has worked during the current Fiscal Year (thru 10 March 1956) as reported to St/A. It is requested that the following information be provided for each of the consultants listed whose contract should be renewed for Fiscal Year 1957:

a. Number of days anticipated use during period
11 March 1956 - 30 June 1956.

b. Number of days anticipated use during Fiscal
Year 1957.

c. A brief description of duties to be performed
during Fiscal Year 1957.

d. A statement of justification for retention of the
consultant.

If contract renewals are not desired for any of the consultants listed, a statement to this effect should be provided.

2. It is requested that this information be forwarded to the Chief, Administrative Staff by c.o.b. 2 April 1956.

FOR THE ASSISTANT DIRECTOR

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Chief, Administrative Staff

Attachment:

As stated above